



# APPLICATION TO THE BOARD OF ADJUSTMENTS

## PROCEDURE

This application form is to be completed and submitted to the Zoning Administrator. Application for an appeal is acted upon by the Board of Adjustments at regular meetings that are held on the first Monday of each month. For an application to be placed on the agenda, it must be filed 30 days prior to the Board of Adjustment meeting.

The Board of Adjustment has jurisdiction over the following (Section 701.6 of the Yukon Code of Ordinances):

### A. Administrative Review:

(Section 701.6A) To hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by the Zoning Administrator, Building Inspector, or other administrative officer in the enforcement of the City Ordinances.

### B. Approve Variance:

(Section 701.6B) To authorize upon appeal in specific cases such as variances from the terms of the City Ordinances as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions will, in any individual case, result in unnecessary hardship...upon a finding by the Board that:

- (a) There are exceptional and extraordinary conditions pertaining to the particular piece of property in question because of its size, shape, or topography
- (b) The application of City Ordinance to this particular piece of property would create an unnecessary hardship, not self-imposed by the owner or developer.
- (c) Such conditions are peculiar only to the particular piece of property involved
- (d) Relief, if granted, would not be cause substantial detriment to the public good or impair the purposes or intent of the City Zoning Ordinance or Comprehensive Plan; provided, however, that no variance may be granted for a use of land or building or structure that is prohibited by City Ordinance.

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At the time of filing, the application must have all of the following attachments:

- JUSTIFICATION:** A clear and detailed statement in writing substantiating the application. For a variance to the City Ordinance, the justification must demonstrate the need for the variance and how it meets the criteria outlined above.
- OTHER DATA:** Such as letters, petitions, drawings, or photographs that the applicant wishes to relate to the application.
- A SURVEY OF SITE PLAN** drawn to scale showing existing structures and driveways, proposed structures (showing setbacks), drives, and other information such as utilities, parking, or floodplain data (see IMPROVEMENTS on next page)
- BONDED ABSTRACTORS LIST OF PROPERTY OWNERS & MAILING LABELS** within three hundred feet (300') of the perimeter of the property with current mailing address.
- APPLICATION FEE OF \$100.00.** Check should be made payable to the City of Yukon
- PUBLICATION FEE \$200.00.** Check should be made payable to the City of Yukon
- MAILING FEES:** Actual cost

The applicant or his/her representative should appear to present the application to the Board of Adjustments.



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*Please PRINT or TYPE all information*

**Part 1 – PROPERTY INFORMATION**

A. Physical Location/Address of Property: \_\_\_\_\_  
B. Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Or Metes and Bounds Description: \_\_\_\_\_  
\_\_\_\_\_

**PART 2 - APPLICANT INFORMATION**

A. \_\_\_\_\_  
(First Name/ or Business Name) (Last Name)  
B. \_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)  
C. Check one Box -  Architect  Builder/Developer  Consultant  Owner  Other: \_\_\_\_\_

**PART 3 -  Appeal From An Administrative Decision (give specifics):  Request For Variance**

Decision or Code Provision from which appeal is made (please be specific)  
\_\_\_\_\_  
\_\_\_\_\_

**PART 4 - IMPROVEMENTS**

Existing: \_\_\_\_\_  
Description of proposed improvements, accompanied by two sets of preliminary site plan and diagram of proposed building improvements: \_\_\_\_\_  
\_\_\_\_\_

**PART 5 - EXHIBITS**

- Justification
- Bonded Abstractor’s list of property owners / Mailing Labels
- 2 sets of Preliminary Site Plan
- Fee of \$100 Application (Pre-Review)
- Fee of \$200 Application (Post-Review)
- Fee of \$200 Publication
- Fee for Mailing (actual cost)

I, the undersigned, hereby appeal for the relief of the nature set forth above, in accordance with the provisions of the Zoning Ordinance of the City of Yukon, and I hereby certify that the information given herein is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant’s Signature Date